

CIVIL AIR PATROL
United States Air Force Auxiliary
Virginia Wing
7401 Airfield Drive, Richmond, VA 23237

VA Wing Supplement 1
CAPR 20-1(E)
1 MAR 01

ORGANIZATION OF CIVIL AIR PATROL

CAPR 20-1(E), 29 MAY 00, is supplemented as follows:

Part III - **SQUADRON COMMANDERS** (Add)
VA Form 30, Goal Keeper's Report, will be completed monthly by the Squadron Commanders and forwarded through the chain of command to the Vice Wing Commander.

(Add) VA Form 35, Squadron Yearly Goal Sheet, will be completed annually by the Squadron Commander and forwarded through the chain of command to the Wing Commander, to be received not later than the 10th of JAN. A copy of this form will be retained at Squadron and/or Group Level for reference purposes throughout the year.

Page 43 (ADD): (Wing Level Only) **Wing Director of Information Technology** The Director of Information Technology – Acts as the single point of contact in the Wing on all matters related to information technology. The Director of Information Technology will report directly to the Wing Commander. Duties are as follows:

1. Specifies and approves all information technology (computer equipment and software) purchased at the Wing level or below. Establishes a computer acquisition policy that insures all hardware

and software is compatible throughout the Wing.

2. Maintains a library of all original software and software licenses purchased for Wing HQ owned assets. Specifies the manner that original software and licenses are maintained at all subordinate units.
3. Manages the Wing Web Page and the Wing e-mail list servers. Directs the activity of the Wing Web Page Editor and other personnel as needed to manage Wing HQ Information Technology.
4. Coordinates the use of Information Technology with all Wing Directorates as needed.
5. Establishes and oversees a computer maintenance policy to include life cycle management of all information system technology in the Wing.
6. Establishes computer security procedures to prevent unauthorized access to data and to protect against potentially dangerous viruses.

MARY F. KUNKOWSKI, LTC, CAP
Administrative Officer

H. CLICK SMITH, COL., CAP
Commander

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DISTRIBUTION; 1 each Group, Squadron, and Flight
1 copy to MER HQ/DA